



*Utilities Department*

<p><b>On-Call Engineering Services</b> <b><i>REQUEST FOR QUALIFICATIONS</i></b></p>
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**TERM:**

January 3<sup>rd</sup>, 2017 through December 31<sup>st</sup>, 2019

**ISSUED:**

December 1<sup>st</sup>, 2016

**DEADLINE FOR PROPOSALS:**

December 22<sup>nd</sup>, 2016  
4:00PM local time

**ADDRESS ALL QUALIFICATION STATEMENTS TO:**

Efrat Feferman  
Assistant Director of Finance  
City of Bloomington, Indiana  
Utilities Department

## **GENERAL INFORMATION AND SUMMARY**

### **Organization Requesting Qualifications**

City of Bloomington  
Utilities Department  
600 E. Miller Dr.  
Bloomington, Indiana 47402

### **Contact**

Efrat Feferman  
Assistant Director of Finance  
[fefermae@bloomington.in.gov](mailto:fefermae@bloomington.in.gov)

### **Summary of Request**

The City of Bloomington Utilities (CBU) is issuing a Request for Qualifications (RFQ) in order to establish an on-call engineering services list for projects involving the planning, design, and operation of water, wastewater and stormwater infrastructure. CBU seeks statements of qualifications from individuals/firms interested in providing services on an on-call and as-needed basis.

CBU provides water to more than 25,000 connections from our surface water treatment plant at Monroe Reservoir. We have 7 booster pumping stations, 8 water storage tanks, and over 420 miles of pipe. Wastewater is treated at two treatment plants and conveyed through 320 miles of pipe, and 46 lift stations. We are also the stormwater utility for the City of Bloomington. We have numerous projects planned during the next three years for each utility.

Respondents deemed qualified may be selected to perform work in one or more of the following Categories:

- 1) Water Treatment / Water Quality
- 2) Water Distribution
- 3) Wastewater Treatment
- 4) Wastewater Collection / Conveyance
- 5) Stormwater Conveyance
- 6) Environmental Engineering and Regulatory Permitting
- 7) Water and Wastewater Plant Controls Systems (SCADA)

If a project is expected to require duties spanning more than one Category, CBU will select from applicants deemed qualified for all applicable categories or require a selected individual or firm to hire and work with an appropriately experienced and licensed subconsultant.

Using this RFQ, CBU intends to establish a list of qualified individuals/firms that may be contacted for projects with or without a specific Request for Proposals (RFP) for a particular

project. This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on CBU by issuance of this RFQ. A contract would be negotiated only if CBU selects a qualified individual or firm to work on a particular project or group of projects.

Projects utilizing this on-call consultant services list will be locally funded for planning, preliminary engineering, and design but may be federally funded for construction. Any projects which are federally funded or related to utility relocations for a transportation improvement which has INDOT oversight, will require consultants to be INDOT prequalified.

CBU makes no representations as to the actual amount of service, if any, to be obtained from any particular individual or firm. CBU also makes no representations as to the actual total number of projects, if any, for which this on-call consultant services list will be utilized. CBU intends to distribute work among the most qualified individuals or firms, but reserves the right to select the individual or firm that is deemed best qualified for a particular project or group of projects. Selection will be limited to individuals or firms that are available to perform the work and individuals or firms with whom CBU can successfully negotiate a contract.

Respondents deemed qualified would remain on the on-call consultant services list from January 3<sup>rd</sup>, 2017 through December 31<sup>st</sup>, 2019 unless CBU has reason to believe that the responses provided by an individual or firm to this RFQ are no longer accurate or adequate. CBU may add a future open enrollment opportunity for individuals/firms not on the list or individuals/firms wishing to re-apply. CBU also reserves the right to extend or reduce the currently listed term of the on-call consultant services list.

### **Communications and Project Management**

All communications from interested parties to CBU during the RFQ submittal process shall be made electronically through email only. Should any interested party find discrepancies in, or omissions from, this RFQ, or should they be in doubt as to their meaning, written notification shall be made to Efrat Feferman at [fefermae@bloomington.in.gov](mailto:fefermae@bloomington.in.gov) no later than December 16<sup>th</sup>, 2016.

Interpretation of this RFQ will be made only by written addendum. A copy of each addendum will be posted at CBU's website at: [http://bloomington.in.gov/sections/viewSection.php?section\\_id=661](http://bloomington.in.gov/sections/viewSection.php?section_id=661) no later than December 18<sup>th</sup>, 2016. Interested parties are responsible for checking CBU's website for addenda, though CBU may choose to contact all known interested parties with notification of posted addenda. CBU will not be responsible for any other explanations or interpretations of this RFQ. If significant changes to this RFQ are required then CBU may postpone the final date for submission.

Interested parties may notify CBU in writing of their intent to submit a response to this RFQ, but are not required to do so. Failure to notify CBU of intent to submit a response may result in omission from future communications including notification of addenda.

Responses to the RFQ must be submitted by electronic PDF format and submitted by email. Submissions shall be delivered no later than December 22<sup>nd</sup>, 2016. Responses which, in the judgment of CBU, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFQ may be rejected.

Joint partnerships or consultant teams submitting collaborative offers will not be considered responsive unless it is established that the contractual responsibility would rest with one individual, firm, or corporation. CBU's desire is for the RFQ submittals to focus on the entity intending to contract directly with CBU (i.e., subconsultants and other teaming arrangements are not necessary).

Any costs incurred while responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. CBU shall not reimburse any respondent for any such expenses.

**Process Schedule:**

Dec 1, 2016	RFQ Advertisement
Dec 16, 2016	Deadline for questions/clarifications
Dec 18, 2016	Last day for additional information from CBU
Dec 22, 2016 (4:00PM local time)	RFQ Response Deadline
Dec 23-29, 2016*	Response Evaluation
Jan 2, 2017*	Notify Respondents of Results
January 3, 2017	On-Call List Becomes Effective
Dec 31, 2019	On-Call List Terminates

*\*Review dates indicated are tentative and subject to change as needed*

## **PROJECT CATEGORIES**

### **1) Water Treatment / Water Quality**

This project category will include studies and projects to enhance water quality including deterioration within the distribution system and process optimization for water treatment facility. CBU has identified projects related to source water management and planning, cyanobacteria and cyanotoxin management, enhanced coagulation, GAC filter modification, advanced oxidants and regulatory compliance assistance. CBU has identified specific areas of the distribution system that would benefit from modifications to improve water flow including the elimination of dead end water mains, water main looping and rerouting of flows, nitrification management, tank mixing and/or retrofits, and regulatory compliance assistance.

### **2) Water Distribution**

This project category will involve the planning and design of water distribution systems. In addition to continuously replacing water mains to support city expansion, CBU is planning on a multiyear water main replacement program. CBU is looking for engineering services to support individual water main design, and to support the development of a system to prioritize water

main replacement. The process will involve selecting the water mains and prioritizing them based on age, capacity, water quality needs, condition, paving list, and other planned infrastructure improvements. This will include determining the best alignment, maintaining service to customers, creating a plan and profile, and obtaining necessary permits from IDEM.

Work tasks may include, but are not limited to, the following items: system evaluation, design and preparation of construction documents, including drawings and technical specifications, and bidding and construction services.

### **3) Wastewater Treatment**

This project category will primarily involve services for planning, design, bidding and construction of plant modifications and upgrades at CBU's two wastewater treatment plants.

The following list of potential projects is subject to change and is only intended to give examples of the possible type of projects included in this category. Projects may be assigned individually or in groups as determined most appropriate by CBU.

- Filter System Valve Actuator Replacement
- Process Air System Improvements
- Mechanical Bar Screen Replacement
- Laboratory Building Expansion
- UV System Replacement

Work tasks may include, but are not limited to, the following items: design and preparation of construction documents including drawings and technical specifications, bid phase, and construction phase support services.

### **4) Wastewater Collection / Conveyance**

CBU is working to reduce inflow and infiltration (I&I) in order to eliminate sanitary sewer overflows and to reduce the loading to the primary wastewater treatment plant. Projects which may support this effort include, but are not limited to:

- Sewer Inflow and Infiltration Reduction Program  
Assistance with the development and implementation of a program to help eliminate illicit connections such as sump pumps, downspout drains, porous laterals, etc. The program could include drafting changes to city ordinances, initiating an enforcement program, and implementing incentive or rebate options.
- Sewer Replacement and Rehabilitation  
Evaluation of the sewer system and development of a prioritization for rehabilitation; design, bid, and construction administration for lining program.
- Standard Gravity and Pressure Sewer Design

Design of gravity sewers; design of or evaluation of existing lift stations and force mains capacity; permit application management.

### **5) Stormwater Conveyance**

Each year CBU is replacing, upgrading, or installing new stormwater infrastructure. We are looking for firms to provide design services for storm sewer extension or replacement projects. This includes inlet and pipe sizing, gutter spread calculations, plan and profiles drawings, coordinating with the Public Works department on street design, creating cost estimates, examining green infrastructure options, and considering long term maintenance needs in the design.

The following is a typical project example: An 800 foot portion of roadway is in need of storm sewer. It is in an older residential neighborhood that originally had roadside swales but property owners over the years have filled them in to add street parking in front of their homes. Drainage problems have increased with the roadside swales no longer functioning. CBU would like the consultant to review the option of restoring the roadside swale or changing this section of roadway to curb, gutter, and storm inlets, then proceed with the design once the option has been selected.

### **6) Environmental Engineering and Regulatory Permitting**

Create reports and submittals for permitting CBU projects. This could include projects related to the conveyance, collection, or distribution system, as well as the water or wastewater treatment plants. It may be necessary to acquire samples, field data, etc. A typical project planned is a project to extend a new interceptor sewer through a floodplain and under a creek. Some of the proposed sewer is near an old railroad bed, with potentially contaminated soil. CBU will need the necessary permits for crossing the creek and working in the floodplain and will need to determine if there are any issues with the soil that may need to be removed from the site.

### **7) Water and Wastewater Plant controls including instrumentation and SCADA configuration**

This project category will primarily involve services for planning, design, bidding, and construction oversight of control system improvements, modifications, and repairs to existing and future control systems at CBU's three treatment plants and as well at water storage facilities, water booster pumping stations, wastewater pumping stations, and CBU's Service Control Center.

Qualified firms will have broad expertise in the design, integration, and installation of SCADA system related equipment, including power and signal wiring, control panels, computer software and hardware, PLC programming, and screen configuration, and shall have a demonstrated capacity to implement and modify SCADA systems in the municipal water and wastewater treatment industries. In addition, qualified firms will have knowledge and experience with instrumentation equipment such as analyzers, sensors, flow meters, chemical feed pumps, and other coupled motors and pumps typical in the water/wastewater industry.

Qualified firms must have proficiency with CBU's platform - iFIX from GE Digital, formerly Proficy HMI/SCADA – iFIX.

Projects being considered within the next three years include:

- Dillman Road WWTP SCADA System Modernization
- Dillman Road Filter Building Improvements – Phase II
- Evaluation of Water Distribution System Controls
- Evaluation of Blucher Poole SCADA System

### **RFQ SUBMITTAL REQUIREMENTS:**

#### **General Requirements:**

Submissions must be prepared electronically using 8.5" x 11" paper format with a text size no smaller than 11 point font and margins no less than one inch. Submissions are strictly limited to the number of pages described below.

Submissions will be accepted only in electronic pdf format and should be sent to [fefermae@bloomington.in.gov](mailto:fefermae@bloomington.in.gov) with a subject line of "RFQ Response – [Individual/Firm Name]". Submissions received after 4:00PM local time on December 22<sup>nd</sup>, 2016 will not be considered. Paper submissions will not be considered.

The following table displays the order in which respondents should arrange content as well as the maximum number of pages allowed for each section. An explanation for the content of each section is provided below the table. Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted.

Order	Proposal Content	Maximum Number of Pages
1	Submittal Form (Provided)	1
2	Introductory Letter	1
3	Individual/Firm Qualifications	2
4	Key Personnel Qualifications	2 per category (max 4)
5	Relevant Project Experience	2 per category (max 4)
6	Other	1

#### **Content Details:**

RFQ responses should include all of the information required below.

##### **1) Submittal Form**

Complete and sign the Submittal Form provided at the end of this document. The content of this form shall not be modified other than to fill in the required information. This form shall be the first page of the RFQ response.

## 2) **Introductory Letter**

- Name of the individual or firm
- Contact information for the person authorized to serve as point of contact during the RFQ evaluation process and to negotiate on behalf of the individual/firm or team if selected for projects
- General statement of interest for the type of projects described in this RFQ

## 3) **Individual/Firm Qualifications**

- Technical capabilities (including relevant available software)
- Strengths and typical project sizes and types
- Relevant INDOT prequalifications
- Experience with local and federally funded projects

## 4) **Key Personnel Qualifications**

- Identification and qualifications of employees proposed to be assigned to projects
- Description of the primary areas of expertise for these employees
- Location and availability of these employees
- Knowledge of and experience with 10 States Standards, AWWA Standards, WEF Standards, EJCDC relevant documents, and other relevant design guidance
- Licensure and certifications
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of a project as well as quality control and schedule control

## 5) **Relevant Project Experience**

- Specific examples of projects that are relevant and similar to the category (provide a reference name and contact information for the clients of these projects)
- Identification of which key personnel were responsible for the relevant tasks
- Project experience with locally and federally funded projects
- Experience with context sensitive design
- Experience with public processes

## 6) **Other** (optional)

This page may be used for any information not covered in previous sections that the responder feels is relevant and worthwhile to include. Inclusion of this page is optional.

## **SELECTION CRITERIA & EVALUATION**

A selection committee will review and evaluate responses based on the desired qualifications described in this RFQ. The committee will use the attached RFQ Evaluation Form to aid in determining which respondents are qualified. A separate form will be filled out for each category for which a respondent applies to CBU. CBU intends to use the scores to select multiple individuals or firms for each category. Respondents with the highest scores may be given preferential treatment for project selection. On any project or group of projects, CBU reserves

the right to choose an individual or firm that, in the sole judgement of CBU, is deemed to be the most qualified individual or firm regardless of scoring.

### **ATTACHMENTS**

- 1. RFQ Evaluation Form**
- 2. Submittal Form**

### **RFQ Evaluation Form:**

Name of Individual/Firm: \_\_\_\_\_ Rater #: \_\_\_\_\_ Date: \_\_\_\_\_

Category: (Check only one category and complete a separate form for each category)

- ☐ Water Treatment/Water Quality
- ☐ Water Distribution
- ☐ Wastewater Treatment
- ☐ Wastewater Collection/Conveyance
- ☐ Stormwater Conveyance
- ☐ Environmental Engineering and Regulatory Permitting
- ☐ Water and Wastewater Plant Controls Systems (SCADA)

<u>Criteria</u>	<u>Rating (0.0-5.0)</u>		<u>Weight</u>	<u>Score</u>
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Individual/Firm Qualifications	_____	x	4	=
<i>Comments:</i>				

Personnel Qualifications	_____	x	7	=
<i>Comments:</i>				

Project Experience	_____	x	7	=
<i>Comments:</i>				

Overall Quality and Clarity of Submittal	_____	x	1	=
<i>Comments:</i>				

DBE, local, etc. (+2.5 for DBE, +2.5 for local)	_____	x	1	=
<i>Comments:</i>				

**Total** \_\_\_\_\_/100

Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)

5.0 = Outstanding    2.5 = Average    0.0 = Poor

*Additional Comments:*

## **SUBMITTAL FORM**

The undersigned declares that the Statement of Qualifications (SoQ) submitted in response to the January 3<sup>rd</sup>, 2017 through December 31<sup>st</sup>, 2019 On-Call Engineering Services Request for Qualifications (RFQ) is, in all respects, an accurate and true representation of the Individual's/Firm's Experience and Qualifications for the Category/Categories submitted. The undersigned further acknowledges that the SoQ submitted is absent any collusion with an employee/official of CBU or of the City of Bloomington. The undersigned acknowledges they reviewed and are familiar with CBU's RFQ documents issued on December 1, 2016 and they acknowledge their responsibility for checking CBU's website for any addenda to this RFQ.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the SoQ Documents, the undersigned acknowledges that they have carefully examined the modifications to the SoQ Documents submitted by the Individual or Firm, and have approved all such modifications. If said modifications are hand-written, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Individual or Firm.

For each Category for which an Individual or Firm submits a Statement of Qualifications, please check the appropriate box below.

- ☐ Water Treatment / Water Quality
- ☐ Water Distribution
- ☐ Wastewater Treatment
- ☐ Wastewater Collection / Conveyance
- ☐ Stormwater Conveyance
- ☐ Environmental Engineering and Regulatory Permitting
- ☐ Water and Wastewater Plant Controls Systems (SCADA)

Individual/Firm Name: \_\_\_\_\_

Firm Representative Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_